

**TECHNICAL REQUIREMENTS**

## Supported Image Formats

- JPEG (compressed), JPEG2000 (lossless), TIFF (uncompressed)

## Supported Audio Formats

- AIFF, FLC, WAV

## Supported Moving Image Formats

- AVI (uncompressed), Motion JPEG 2000, Quicktime (uncompressed, motion JPEG)

## Supported Text Formats

- TXT, RFT, JPEG 2000, PDF, TIFF

**METADATA DATA REQUIREMENTS**

- Identification of individuals, places, events to the best of patron's knowledge
  - Date
  - Location
  - Technical Specifications (model of camera or scanner)
1. Digital object donations must meet the collecting scope of Utah State History.
  2. USB flash drives or cloud delivery of objects is preferred. Email is an option for some digital objects. CDs and DVDs are accepted but will be treated as a means of delivery only and discarded once digital objects are extracted. **Please be aware that even deleted files may be seen or accessed during processing.**
  3. Digital objects that require proprietary software for access will not be accepted.
  4. Because of proprietary software, commercially produced, or authored, CDs and DVDs will not be accepted.
  5. Digital files must be organized and be in an accepted format.
  6. Metadata requirements must be met in order for digital donations to be considered for accession.
  7. Metadata should be provided as a PDF, Microsoft Word file, or TXT file. Descriptive information in paper form will be accepted but is not encouraged.

Thank you for considering Utah State History as a home for your donation.